

USING RAVEN IN WINDOWS



RAVEN utilizes the Microsoft Windows platform. This Basic Information section will familiarize the user with the format of the training manual input buttons and RAVEN windows formats.

RAVEN Input Buttons

Input windows in RAVEN utilize seven push buttons (and their variations) to carry out program functions. These buttons are illustrated above; the function definitions for each follow:

Add	=	Adds a record to the selected database being utilized.
Edit	=	Edits an existing record.
Delete	=	Deletes a selected record.
Next	=	Allows the user to browse the database on a record by record basis, selecting the next record after the current one.
Previous	=	Allows the user to browse the database on a record by record basis, selecting the previous record before the current one.
Search	=	Displays the entire database and allows the user to search for a record utilizing the search function. This function will search for the desired record either by account number or name, in most instances.
Exit	=	Exit the current window.

Other buttons which may be displayed after one of the above functions is selected:

Save	=	Activated when the edit or add push buttons are pushed; allows the user to save an added or edited record.
Cancel	=	Cancels any input without saving, whether it be an addition or edit.
Stop	=	Resets the above push button options when input or editing is complete.
Update	=	Available in the Pools / Loan Pools window in the Structure Menu for updating loan pool information.
Value	=	Available in the Valuation module to activate the valuation of specific assets
View	=	Available in the Valuation module, allowing the user to view a Cash Flow Worksheet after input.

Calc	=	Available in the Valuation module, calculates the recovery on a Cash Flow Worksheet
Clear	=	Available in the Valuation module, clears Cash Flow Worksheet input
Print	=	Available in the Valuation module, allows the printing of the Documentation Checklist/Loan Pricing Worksheet

RAVEN Window Review Demonstration

A. Reviewing RAVEN Window Menus and Pick List

1. Enter Windows environment
2. Select the RAVEN Icon to access the RAVEN program

An example of a **Pick List** window can be seen by following these steps:

3. **Bank Info / General Ledger / Input / Add**
4. Enter through **Bank's G/L Number / Bank's G/L Description / Bank's G/L Balance / Account Type**

RAVEN will display the **FDIC General Ledger Categories** pick list window

5. Click on the **U. S. Agencies** option

RAVEN will populate the **FDIC's G/L Description** line

6. Click on **Cancel**
7. Click on **Yes**
8. Click on **Stop**
9. Click on **Exit / Main Menu** to return to RAVEN's **Main Menu**

B. RAVEN Multiple Windows

1. **Bank Info / General Ledger / Adjusting Entries**

RAVEN displays the **General Ledger Adjusting Entries** window and the **Adjusting Entry** window.

2. Select **Exit**

C. Manual Input/Edit Window

1. **Data / Loans / Manual Entry/Edit**

RAVEN displays a **Loan Information** window, where the user can input new data or edit existing data.

2. Select **Exit**

Changing Windows Default Printer

At the RAVEN Main Menu:

1. Press and hold the <**ALT**> key, then
2. Press the <**TAB**> key until Program Manager appears
3. Release both keys
4. Double click on the **Main** group
5. Double click on **Print Manager** icon
6. Select **Options**
7. Select **Printer Setup...**
8. If the printer listed in the Default Printer window matches the one in use,
 - a) Select the **Cancel** Button
 - b) Select **View**
 - c) Select **Exit**
 - d) Press and hold the <**ALT**> key, then
 - e) Press the <**TAB**> key until RISK ANALYSIS & VALUE ESTIMATION SYSTEM appears, then
 - f) Release both keys

-or-

9. If the printer listed in the Default Printer window does not match the one in use and the printer in use is listed in the Installed Printers Window:
 - a) Click on the needed printer description, then
 - b) Select the **Set As Default Printer** button
 - c) Select the **Close** button
 - d) Select **V**iew
 - e) Select **E**xit
 - f) Press and hold the <ALT> key, then
 - g) Press the <TAB> key until RISK ANALYSIS & VALUE ESTIMATION SYSTEM appears, then
 - h) Release both keys

-or-

10. If the printer is not listed in the Installed Printers window:
 - a) Select the **ADD >>** button, then
 - b) Click on the **needed printer description** in the **L**ist of Printers window
 - c) Select **I**nstall... button
 - d) Select **Set As Default Printer** button
 - e) Select the **Close** button
 - f) Select **V**iew
 - g) Select **E**xit
 - h) Press and hold the <ALT> key, then
 - i) Press the <TAB> key until RISK ANALYSIS & VALUE ESTIMATION SYSTEM appears, then
 - j) Release both keys